

## Administrative Assistant – full time

St Catherine of Siena Catholic Church, Portage, MI has a 20-25 hr/wk opening for an Administrative Assistant. Position is responsible for ensuring effective communications within the parish community, handling office duties and maintaining parish database. Duties include assisting ministries with advertising efforts; maintaining parish communication mediums including pulpit announcements, staffing the front office and providing first point of contact with parishioner's and non-parishioner's, responding to inquiries; providing basic information on sacramental requirements and directing inquiries to appropriate Stewards; maintaining parish scheduling; handling all incoming calls and message to general office; collecting and distributing the mail and registering new parishioners. Send resume with qualifications via email by 3/20 to: [hrdirector1150@gmail.com](mailto:hrdirector1150@gmail.com) or complete application available at parish office.